

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 8-12 April 1985

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

18 APR 1985

19 APR 1985

2.

DD/CO

19 APR 1985

19 APR 1985

3.

OC-MLS

19 APR 1985

29 APR 1985

4.

OC-EXA

19 APR 1985

19 APR 1985

5.

OC/OL/ISC

For Archiving

6.

7.

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9.

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14.

15.

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OC- 12259-85

17 APR 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

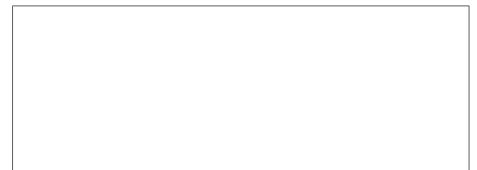
Chief, Administrative Management Division, OC

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25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED



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25X1 4. On 11-12 April, the Office of Logistics held its annual
Office Conference [redacted] Two hundred forty-eight persons
25X1 attended. Immediately preceding, on 9-10 April, an OL
Secretarial Conference was held [redacted] Fifty-two
25X1 attended.

25X1 6. The Communications School (CS) and the Instructional
Support Department (ISD) has welcomed aboard
[redacted] will become involved in
25X1 various training programs at the CS in support of the
instructional staff, to include providing valuable assistance to
the ISD staff. [redacted] and the ISD staff held introductory
briefings and discussed items and plans of mutual interest and
benefit for the CS.

7. ISD has reviewed two purchased software tools, for the IBM Personal Computers, titled "Management Edge" and "Decision Analyst". Both programs are very effective and will be quite useful at CS for management training and applications, as well as aiding the CS staff in preparing information throughout decision making processes. Additional information about the software will be forthcoming after better familiarization and valid situations are evaluated.

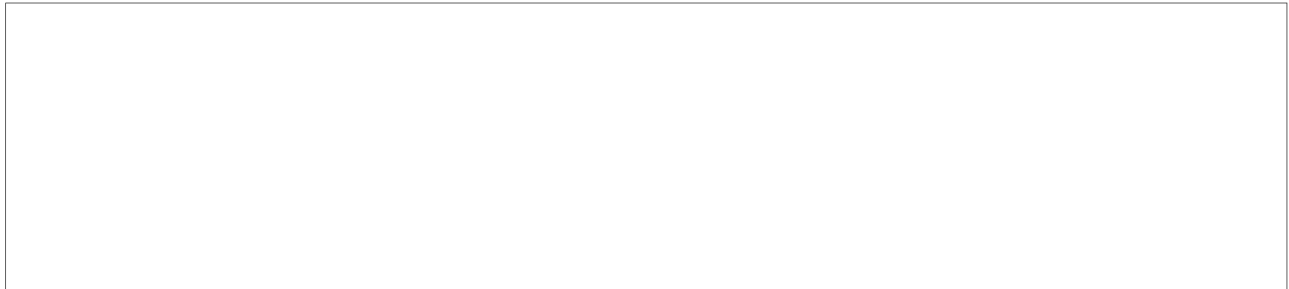
8. The Communications School has submitted for approval a purchase order request for three Digital Equipment Corporation (DEC) PRO-350, Interactive Video Information System (IVIS) workstations, associated peripheral equipment, and courseware. The PRO-350 workstations will provide stand-alone training, and are being used at CS for future delivery of a three-part "Data Communications" course which covers data communications, networking, and interfaces and modems, and a second course which is management oriented, titled "Decision Point", which allows the student to make decisions based on various encountered management scenarios and personality traits.

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9. On 12 April 1985, [redacted] Services Training representative, arrived at CS for an unclassified orientation and all-day discussions concerning candidate courses to be converted into CRI. The meeting was with the ISD, and included instructed and subject matter specialist [redacted] The meeting was very productive and any final decisions will be forthcoming, after [redacted] study of the material presented for consideration.

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10. ISD prepared a Target Population (TP) paper for a proposed CRI course on "Utility Nets." The TP paper identifies what minimum acceptable skills and knowledge levels will be necessary to successfully begin and complete the "Utility Net" course.

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12. There were 16 Operational Training Department (OTD) instructors involved in TDY moves during this reporting week. There were 13 TDY overseas with the remainder in domestic travel.

13. C/OTD attended a meeting on 9 April 1985 with a representative of OIT/DNG discussing expansion of the ICT, Wang Alliance and on-site training requirements.

14. C/OTD and the Program Coordinator escorted ten Panel A secretaries on a tour of CS on 10 April.

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25X1 15. [REDACTED]
FND/SAG, for preliminary discussions on their request for a video overview/training tape of the Crisis Reporting System. SAG will prepare and deliver a working script to ESS. Time frame is undetermined.

25X1 [REDACTED]

25X1 17. The Project SCREEN Team has returned to Headquarters
25X1 after a successful three-week trip to [REDACTED]
[REDACTED] While they were gone, over 300 completed Banding questionnaires were returned to Headquarters and have been input to the computer system.

25X1 18. [REDACTED] and other
members of the CS/ISD to discuss the design of a familiarization course requested by Chief, Panel S. This course could be applicable to all staff officers who enter OC from outside of the traditional operational or technical career paths. The next step will be to identify course objectives.

19. During the week, Panel MCN personnel strength decreased by one technician. Panel N is 11 technicians under authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than MCN approved positions. With these categories deleted, Panel MCN is effectively 34 technicians under strength. There was no change in Panel D strength. The Panel is 84 employees over authorized ceiling. There are 90 EOD students in training, while 23 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 25 personnel under strength.

20. Two Internal Agency employees have applied for TCS positions through the Upward Mobility Program. Both are the result of prescreening by a panel at the DDA/EEO level and were submitted to OC for consideration. Personal interviews and testing were administered on 8 April resulting in the acceptance of one applicant for this Program. The other applicant will be re-tested in the near future. Additionally, the DDA/EEO panel has submitted the names of three candidates for the ADP-Librarian.

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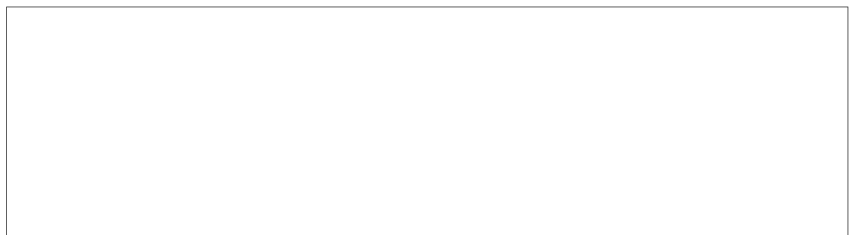
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21. [redacted] back on contract 8-12 April, was charged to review the Banding Evaluation system and develop a draft paper on Headquarters Review Board procedures.

22. The results of Engineering NOB ads that were placed in 11 newspapers throughout the U.S. have produced over 300 interested applicants. Two out of three resumes received are of interest to OC.

23. One Panel E engineer EOD'd on 9 April 1985.

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